

TIME COMPUTATION IN LOTUS NOTES

Below are instructions for completing Time Computations in Lotus Notes. Time Computation forms will be completed and stored in the JETS database in Lotus Notes.

1. Open Lotus Notes from your Windows desk top.
2. Go to File > Database > Open. Select the server YSCO01/OYD from the drop down menu. If the server YSCO01/OYD is not already in the list, simply enter it in the Location input box. Once this database is opened, an icon will appear on your desktop. Double click this icon to access the database after initial opening.
3. Under the Clients heading on the left navigation, click either By Name or By Client ID and select the youth for which you will create the Time Computation. Double click the youth to bring up his Master document. Click the Create button at the top navigation and select Form Letters. On the Word Processing Document form select Legal from the options at the right. This will bring up a box asking you to “Choose which document to create”. From the drop-down, select the Time Computation form and click OK.
4. Complete all applicable fields. You must tab out of each field for each calculation to occur. All dates must be entered using a 4-digit year. When all information is completed, go to the bottom of the form and click on the “Compute Discharge Dates” button.
5. When all steps have been completed, you may print the form using the Print icon at top of form. The form may then be saved and closed by using the Save and Close icon at the top of the form.